	TAB C-6: SAFETY	
	ITEM	**REFERENCE**
1.	RESPONSIBILITIES:	
	a. Is someone within the wing designated to monitor, track, and actively manage the safety program?	CAPR 62-1 Para 1d
	b. Has the wing commander published a supplement to CAPR 62-1, which addresses how the Pilot Proficiency Program will be conducted and the procedures for reporting completion to the wing?	CAPR 62-1 Para 1b(1)
	• Does it also contain local policy guidance?	CAPR 62-1 Para 1b(2)
	c. What evidence is there that subordinate unit commanders have an accident prevention program (letters, reports, bulletins, directives or operating procedures)?	CAPR 62-1 Para 1c
2.	MANNING:	
	a. Are safety officers appointed in writing?	CAPR 62-1 Para 2a
	1) Are safety assistants assigned as needed?	CAPR 62-1 Para 2a
	2) To whom is the safety officer directly responsible?	CAPR 20-1 Fig 8
	b. Is a current safety manning roster, showing assignment of safety officers in subordinate units, maintained by the wing safety officer?	CAPR 62-1 Para 2a
	c. Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office?	CAPR 62-1 Para 2a(2)
	• What qualifications do they have as accident prevention counselors?	
3.	SAFETY EDUCATION:	
	a. Is ground and flying safety information briefed monthly at unit meetings?	CAPR 62-1 Para 2b(1)
	b. Is a roster of individuals in attendance maintained?	CAPR 62-1 Para 2b(1)
	c. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots?	CAPR 62-1 Para 2b(1)
	d. Is the NHQ Safety Bulletin placed on the	CAPR 62-1 Para 2b(1)

	bulletin board or in a read file?	
	e. Are previous summaries and attendance rosters covering the past twelve months on file? Please have records available for inspection.	CAPR 62-1 Para 2b(1)
	f. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?	CAPR 62-1 Para 2b(3)
4.	SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM: a. Are CAP Forms 26, CAP Safety Improvement or Hazard Report, readily available? - Do personnel know what the forms are and how to use them? b. Are FAA Forms 8740-5, *Safety Improvement Report*, readily available? - Do personnel know what they are and how to use them?	CAPR 62-1 Para 2c
5.	ACCIDENT PREVENTION: a. Are any local directives or other forms of guidance published in the area of accident prevention? b. Is there any evidence of coordinated activity with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical?	CAPR 62-1 Para 2d CAPR 62-1 Para 2e
6.	SAFETY SURVEYS/INSPECTIONS: a. Has an internal safety survey been scheduled and accomplished annually? b. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report? c. Are copies of completed surveys forwarded to the next higher headquarters? d. Is there evidence that the commander is reviewing safety surveys? e. Has the wing commander established procedures to monitor the internal safety survey program of subordinate units?	CAPR 62-1 Para 2f
7.	AWARDS PROGRAM: a. Has an effective awards program been	CAPR 62-1 Para 3, 5, 9

	established within the wing? b. Have the previous year's Certificates of Achievement, CAPC 48, been presented to qualified units?	CAPR 62-1 Para 6
8.	PILOT PROFICIENCY PROGRAM: Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing?	CAPR 62-1 Para 8
9.	ACCIDENT REPORTING: a. Are local accident reporting procedures established? b. Has a CAP Form 78 and 79 been submitted on all applicable accidents?; was it on time?	CAPR 62-2 Para 4 CAPR 62-2 Para 6